



## Electronic Timekeeping Job Aid

### TIMEKEEPING TASKS FOR CLOCK EMPLOYEES

On a daily basis, employees will: Clock in and out according to scheduled shifts, perform transfers to alternate DAC or grant, and submit requests for time off.



#### Record a Punch

- 1 Type your **PIN** using the **Numeric Keys** and press **Enter**. ↵
- 2 If prompted, place your enrolled finger on the **verification device**.
- 3 If the punch is successful, the top status light flashes green and you hear a single beep.

If the punch is rejected, the middle status light flashes orange and you hear three quick beeps. Look for an error message on the terminal display.

#### View Schedules

- 1 To view the schedule for your current shift, press the **View Schedules** soft key.
- 2 Type your **PIN** using the **Numeric Keys** and press **Enter**. ↵
- 3 If prompted, place your enrolled finger on the **verification device**.
- 4 Current schedule will be displayed.

#### View Timecard Online

- 1 Press the **View Timecard Online** soft key.
- 2 Type your **PIN** using the **Numeric Keys** and press **Enter**. ↵
- 3 If prompted, place your enrolled finger on the **verification device**.
- 4 Press the soft key that corresponds to the period of time for which you want to show totals.

#### Read Messages

- 1 Press the **Read Messages** soft key.
- 2 Type your **PIN** using the **Numeric Keys** and press **Enter**. ↵
- 3 If prompted, place your enrolled finger on the **verification device**.

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#### Request Future Time Off

- 1 Press the **Request Time Off** soft key.
- 2 Type your **PIN** using the **Numeric Keys** and press **Enter**. ↵
- 3 If prompted, place your enrolled finger on the **verification device**.
- 4 Enter the appropriate **Leave Type** code.
- 5 Enter the **From Date** and **To Date** fields.
- 6 Enter the number of hours per day that you are requesting.
- 7 To submit the request, press **Enter**. ↵

#### Leave Type Codes

CBUS	City Business	228
CMSK	Comp Time EX Taken	283
CMSK	Comp Time NE Taken	286
DFAM	Death in Family	332
FHOK	Floating	346
FURI	Furlough-Involuntary	374
FURV	Furlough-Voluntary	378
HAUK	Accrued Hours Used	428
JURY	Jury Duty	587
MILT	Military Leave	658
PERS	Personal	737
SICK	Sick Used	725
TRGM	Training	874
VAC	Vacation	822
WELL	Wellness	935

#### Start Work on an Internal Order - (For those employees who charge their time to grants).

- 1 Press the **Start Work on an Internal Order** soft key.
- 2 Press the **List** soft key.
- 3 Use the **arrow** keys to scroll up or down through the list and press **Enter** ↵ to select the highlighted Internal Order.
- 4 To confirm the transfer, press **Enter**. ↵
- 5 Type your **PIN** using the **Numeric Keys** and press **Enter**. ↵
- 6 If prompted, place your enrolled finger on the **verification device**.
- 7 If the transfer is successful, the top status light flashes green and you hear a single beep.  
  
If the transfer is rejected, the middle status light flashes orange and you hear three quick beeps. Look for an error message on the terminal display.